

# Additional Material Order (AMO) Webex

Office of Standards & Assessment

Bureau of Assessment & Accountability



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# Contact Information

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# Welcome/Announcement Screen

First screen after logging on to the BAA Secure Site.

Contains important messages and deadlines for tasks that need to be completed on the BAA Secure Site.

Contains information for all assessments:

- ELPA
- ELPA Screener
- MEAP
- MI-Access
- MME
- MEAP-Access

# Welcome/Announcement Screen



Department of  
Education

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## Online Registration

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## ELPA Screener

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## Test Verification

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## Welcome to the BAA Secure Site

To view important information and documents pertaining to a specific assessment: select the assessment from the menu at the left.

To begin working on the BAA Secure Site: please click on the appropriate link from the menu at the left.

## Announcements

Assessment:

Assessment	Announcement	Task Start Date
MME	Makeup materials for MME Day 1 and Day 2 must be ordered from the Add'l Material Order screen on March 8 or March 9 by 12:00 noon. Day 3 must be ordered March 9 - March 13 midnight.	3/8/2012
MI-Access	Additional Material Orders screen will be available after noon on February 6, 2012. If this is the first time order for spring 2012, you do NOT need to order ancillary materials as they will automatically be provided. This is for first time orders only.	2/6/2012
ELPA	Add'l material orders for ELPA will be available starting February 21, 2012.	2/21/2012
MME	Students that tested with MI-Access as grade 11 may appear on the MME Pre-Identified Student Report as grade 12. These students are not required and most likely are not eligible to test based on their IEPs. These students have already been used in accountability calculations and can be unassigned from the spring 2012 MME test cycle.	1/3/2012
ELPAS	All ELPA Screener materials, including return labels, can now be ordered on the OEAA Secure Site by clicking on 'Screener Material Orders' on the left.	11/1/2010
Assessments for local districts that wish to assess students' achievement at the end of Algebra I, Geometry, Biology, Chemistry, US History/Geography Parts 1 and 2, English 9		

# Initial Material Orders

Initial Material Orders deadline was January 13, 2012

- I will need more Spring 2012 ELPA materials than I ordered, what can I do?
  - Place an order during the Additional Material Order window.
- I forgot to order Spring 2012 ELPA materials, what can I do?
  - BAA placed an order based on the pre-ID count as of January 13, 2012. If there were no pre-ID'd students, then no order for materials was placed.

# Additional Material Orders

Additional Material Orders opened February 22, 2012.

- Last day to order testing materials & stickers will be April 6, 2012.
- Testing must still be completed by April 13.
- Last day to order ancillary materials will be April 27.
- Last day to order shipping labels will be May 4.
- Check for your return materials as soon as you receive your assessment materials to ensure that you can meet the return deadline.
- Pick up of materials must be on or before April 20 to avoid penalties.

# Add'l Material Orders

Online Registration
Announcements
Student Search
SRSD Copy
Student Test Cycle Copy
PreId Mass Updates
Mass Demo Updates
ELPA Screener Entry
Initial Material Orders
Add'l Material Orders
Order Summary/Tracking

Once logged on to the BAA Secure Site, click on Add'l Material Orders from the menu at the left.

# Add'l Material Orders

**Additional Orders**
Search

Test Cycle / ISD / District / School

**Test Cycle**  
Spring 2010 ELPA

**ISD**  
Barry ISD (08)

**District**  
Delton-Kellogg School District (08010)

**School**  
Delton Kellogg Elem. School (0901)

Shipping Information

**Select Shipping Destination**  
(Note: Destination selection is for this order only.)  
☒ District  
☐ School

SHIP TO:  
Delton Kellogg Elem. School  
Attn: :  
327 N Grove St  
Delton, MI 49046

Additional Order Counts

Ancillary Materials									
Class/Group ID Sheet	School/Grade Header Sheet	Special Handling Envelopes	Paper Bands	Scorable Stickers	Non-scorable Stickers	UPS Return Shipment (RS) Label	Security Compliance Form	Scorable Packing Diagram	Non-scorable Packing Diagram

Level I Grade K					
	Test Admin Manuals	Regular Test Booklets	Braille Kit	Enlarged Print Kit	
ELPA			N/A		ELPA



# Additional Materials

- Test Booklets & Speaking Booklets
- Answer Documents
- Test Administrator Manuals
- Audio CDs
- Emergency Listening Scripts

# Additional Materials

- Security Compliance Form
- Class/Group ID Sheet
- School/Grade Header Sheet\*
- Special Handling Envelopes
- Paper Bands\*
- Scorable/Non-scorable Stickers\*
- Return Shipment Labels

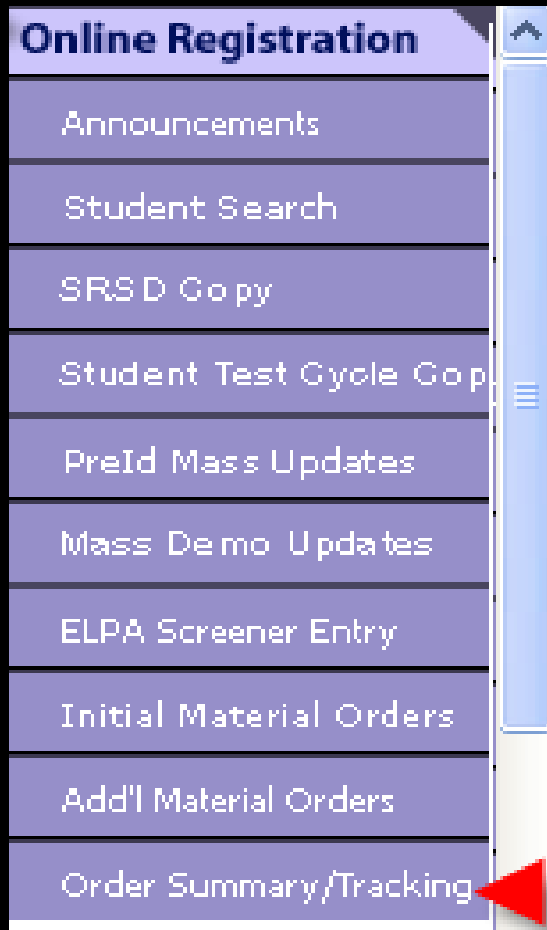
# Secure Test Materials

- Only order materials that are truly needed.
- Speaking Booklets can be re-used, so it's unnecessary to order a Speaking Booklet for every student.
- Test Administrator Manuals (TAMs) can be re-used so it's unnecessary to order a TAM for every student.
- Accommodated CD's are intended for ELLs with Disabilities who may need more audio access

# Order Summary/Tracking

- Lists all Initial and Additional orders submitted on the BAA Secure Site.
- Can view the order Detail.
- Can view the Shipment Detail (packing list) once shipped.
- Can track the shipment using the Tracking link.

# Order Summary/Tracking



Once logged on to the BAA Secure Site, click on Order Summary/Tracking link from the menu at the left.

# Order Summary/Tracking

**Order Summary**

Search

Search Criteria

**Test Cycle**

Fall 2009 MEAP Grades 3 - 9

**District**

Delton-Kellogg School District (08010)

Order Number

**ISD**

Barry ISD (08)

School

Delton Kellogg Elem. School (0901)

Order Status

[All]

**Search Results**

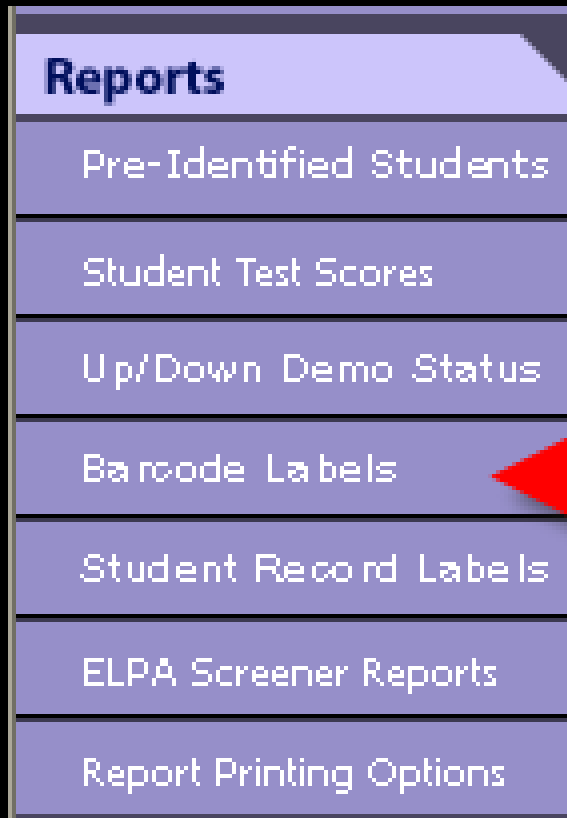
Report

School	Order Number	Order Type	Order Status	Order Detail	Ordered By	Order Date	Processing Date	Completion Date	Tracking	Shipment Detail
00901	7917	Initial	Complete		Admin, MEAP	9/21/2009	9/21/2009	9/23/2009	<a href="#">View</a>	<a href="#">1</a>
00901	5334	Initial	Complete	<a href="#">View</a>		6/10/2009	8/2/2009	9/23/2009	<a href="#">View</a>	<a href="#">1</a>
00901	1407	Initial	Complete	<a href="#">View</a>	Admin, MEAP	7/31/2009	8/2/2009	9/22/2009	<a href="#">View</a>	<a href="#">1</a>

# Barcode Labels

- All answer documents MUST have a barcode label!
- Reprint and replace any damaged barcode labels. i.e. student tried to peel label off, student marked through barcode, etc.
- Reprint and replace incorrect barcode labels. i.e. barcode was placed on answer document used by different student.
- Barcode labels are not specific to content area but they are specific to school and test cycle. i.e. ELPA, MI-Access and MME.
- Use a laser printer when printing barcode labels, NOT INKJET!
- Use Avery 5161 shipping label which contains 2 columns and 10 labels in each column.

# Barcode Labels



Once logged on to the BAA Secure Site, click on the Barcode Labels link from the menu on the left.



# Barcode Label Printing

**Barcode Labels**Search

**Search Criteria**

**ISD**  
Barry ISD (08) ▼

**School**  
Delton Kellogg Elem. School (0901) ▼

Last Name

First Name

Grade  
[All] ▼


Gender  
[All] ▼


Pre-Registered For Subject / Class Group Code  
Math ☐ /  Science ☐ /  Social Studies ☐ /  ELA ☐ /

**District**  
Delton-Kellogg School District (08010) ▼

**Test Cycle**  
Spring 2010 ELPA ▼

Middle Initial

Birth Date  
 

After Date  
 

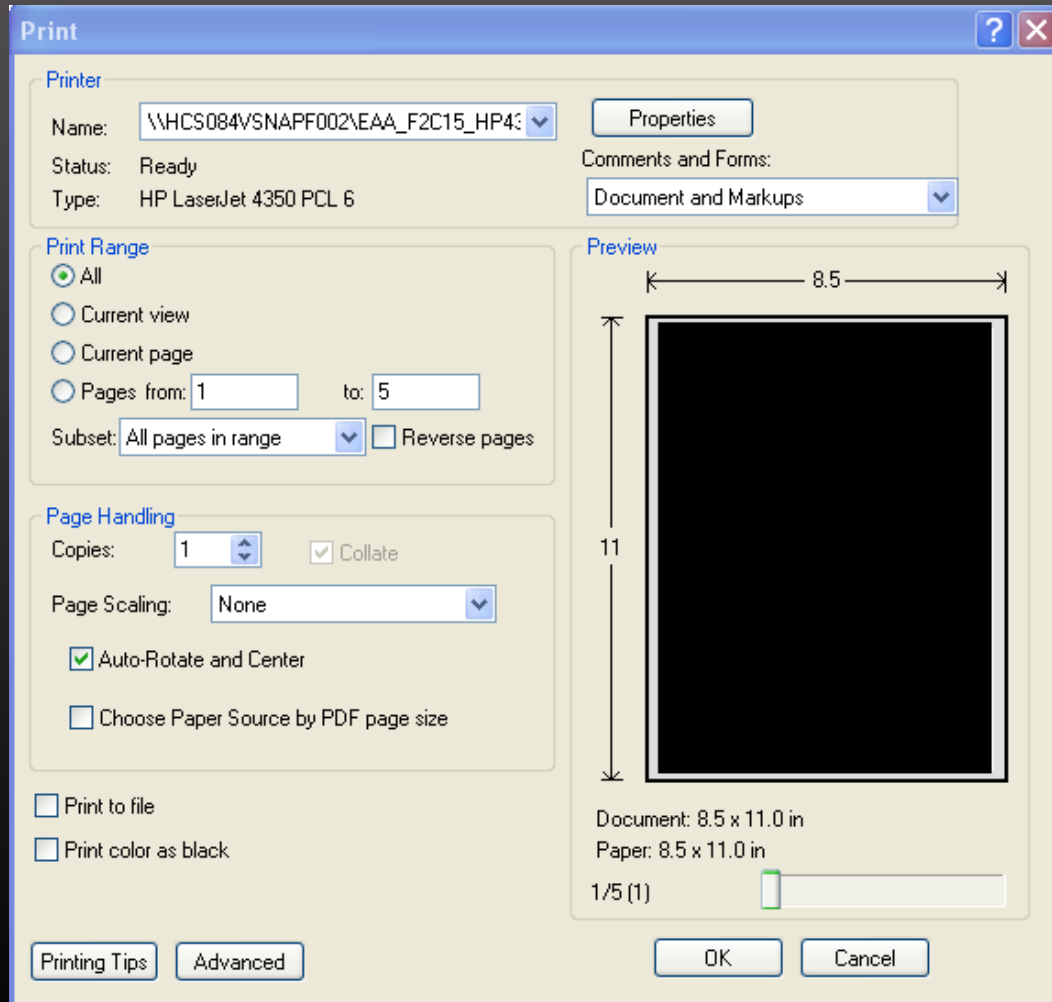
Sort By  
[Default] ▼

**Search Results**Select AllSubmit

Number of Copies for Each Student: 1 ▼ Start Print Position: 1 ▼

Print	Name	Grade	Birth Date	Gender	Math / CG	Science / CG	SS / CG	ELA / CG
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# Barcode Label Printing



Make sure that Page Scaling is set to “None” and that Auto-Rotate and Center is checked.

If you have an older version of Adobe you will not have a Page Scaling field but instead will have Shrink to Fit or Shrink Oversized Pages. These will need to be unchecked.

# BAA Secure Site User Manual

The BAA Secure Site User Manual can be found in several locations on the site.

- Log in page prior to logging in.
- The ? button at the bottom of the menu on the left, once you have logged in.
- The “Support” link at the top of each page of the site.

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